

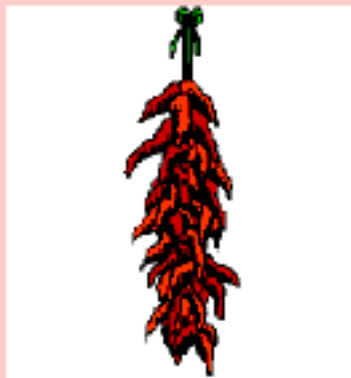
PLATICAMOS

NORTHERN NEW MEXICO CHAPTER - ARMA

President's Message



Ana Martinez, Editor
Los Alamos, Nm 87544
(505) 667-5158
Email: anam@lanl.gov



Greetings Members,

As the holiday season approaches us, I hope and wish that all our members would have the opportunity to spend quality time with those that are most dear to them. Also, may it be a time of reflection and thanks for all our freedoms and opportunities. The holiday season has always been a special time for many of us. Shopping, holiday cards, decorating a tree, lighting candles, baking festive treats, wrapping presents, parties, children's plays, caroling, worship and praising and most important, giving to others.

Our Chapter decided during our planning retreat, that our charitable contribution this season we would focus on giving a "life-long" gift to those in need. It was decided that a book drive promoting children's reading would enhance education and could be a holiday success. Well, was it a huge success! Our Chapter collected over 1000 books for our Christmas project which were individually wrapped and tagged for every child on our list. Our list included the foster children from the Child Protective Services Agencies of Espanola, Santa Fe, and Los Alamos. We also donated an additional \$500 to

each respective agency for their annual children's Christmas party. Our goal of encouraging these children with an education has been accomplished.

Many thanks to all the members who assisted this great cause, by purchasing new books, giving books from your home, and collecting books from your freinds, family and associates. With your help we provided more than 250 gift packages for these children. Also, a special thank you to the PTLA employees who joined in on the fun and assisted our members with the gift packages.--- Teamwork at its best!

Our upcoming Christmas Social is also sure to be fun and festive. I had the opportunity to visit Anthony's at the Delta for the annual lighting festivities and I must say they out did them selves, once again. For those of you who will be attending our Christmas social, you will be entertained with the beauty of the lights and surprises and great food. I look forward to sharing our evening together.

In closing, as we Americans begin to embrace this Christmas season, let us reflect on Charles Dickens story called ~A Christmas Carol~. The story's message shares the importance of charity and good will towards all humankind. May your Christmas be a peaceful, warm-hearted holiday.

What's Inside

Christmas Book Drive	2
CRM Corner	3

New Mexico Digital Collaborative	4
Just Around the Corner-COTU	6
Emergency Planning	7

Christmas Book Drive

by Dolores Salazar

The Christmas Book Drive was a HUGE, and I mean HUGE, HUGE, success. We collected 970 books and packaged book gifts for over 150 foster children from the Espanola/Los Alamos and Santa Fe areas. We worked directly with the Children Youth and Families Department (CYFD) area offices.

The ages of these children ranged from 2 months to 19 years and we were able to give each child ~ 6 books. I, as the Chair of the Committee, delivered the books to the children at their Christmas parties, in Espanola/Los Alamos on December 6 and Santa Fe on December 7. The extra books will be donated to area hospitals.

In addition to the books, the Chapter made a donation of \$500 to each CYFD area office to help them with the costs incurred for each Christmas party and to also purchase gifts for the children.

The Chapter also donated a set of encyclopedias to the St. Elizabeth's Homeless Shelter for their Youth Program.

Pat yourselves on the back Northern New Mexico Chapter/ARMA members. You done good!!!! Thanks to you, members and friends, we made some children very happy this Christmas.....



**Managing Electronic Records...a 2 day Seminar
Coming in March. For more information Call Brenda
Jensen (505) 844-5316. Sponsored by ARMA Rio
Grande Chapter**

**Coming Soon...ARMA Northern New Mexico
Chapter Web Page is in its final stages and will be
ready for viewing in February. Theresa Connaughton
has been working hard on this project and its looking
great! Stay tuned for updates.**

**I hope you enjoy the New Look of this month's
Newsletter issue. We have been making every effort
to bring you the latest in information and Records
Management. I would appreciate any all the feedback
you may have: anam@lanl.gov**

CRM CORNER - 2001

by Sherrie Guthrie

Hooray. We have one candidate who is submitting the paperwork to take the first five modules of the CRM exam this coming May. Her name is Grace Sossa-Yates & she works at the WIPP project in Carlsbad. She's a member of ARMA International (and lives a little too far away to become a member up here in Northern New Mexico, I'm afraid).

Just remember there is a lot of help available for you if you want to sit for the CRM exam. We can show you what to study, offer hints on how to study successfully, provide study material, and in general help you every step of the way. You can take the exams one at a time, with six months between to study for the next one, or go for broke and take the first five parts all at once. The next exam session is May, 2002, & we have plenty of time to prepare.

Give me a call at 667-7884.

Want to know the answer to the sample question last month from Part 3 of the CRM exam? First, the question again:

Subject files are based on:

- a) Correspondent's name.
- b) Date of purchases.
- c) Topic of correspondence.
- d) Area of country.
- e) All of the above.

This was one of those tricky 'all' or 'none' questions. In this case, the answer was c) Topic of correspondence. Did you get it right?

Here's another sample, this time from Part 4 of the exam:

Vital records are usually protected by:

- a) use of remote location storage sites.
- b) Dispersal of duplicate copies to a branch office.
- c) Reliance on government reporting procedures.
- d) Vaulting the records.
- e) A combination of a, b, & c.

Good luck.

Sherry Guthrie, CRM
Protection Technology Los Alamos
505-667-7884

"Contributions or gifts to the Association of Records Management and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes."

New Mexico Digital Collaborative

by Theresa Connaughton

There is a new initiative in New Mexico for public cultural institutions such as archives, libraries, and museums to digitize some of their materials and provide greater public access to these digital objects via the web. A group of institutions have been meeting since late Spring to learn about similar initiatives in other states and to begin the process of developing a collaborative. Under the leadership of the New Mexico State Library and with a small grant to begin the process, a steering committee has recently been named. Its focus is to develop a structure and strategic plan to carry this collaborative forward to implementation.

The mission of the New Mexico Digital Collaborative is to provide public access to our cultural and intellectual heritage by creating and

maintaining an Internet-based gateway to archives of digitized words, sounds and images, and to assist organizations in New Mexico develop their digital resources.

Current membership is very broad and includes public libraries, state agencies, many of the State museum's, the Santa Fe Opera, UNM, NMSU, the LANL Archives, and many others. Fortunately, New Mexico has experience through the Online Archive of New Mexico, a project of the Center for Southwest Research (University of New Mexico), Fray Angélico Chávez History Library, and Rio Grande Historical Collections (New Mexico State University). There is also a listserve recently established to share information (contact me, tgc@lanl.gov, for subscription information.) The collaborative seeks partners that share in the mission of the initiative. To find out more information, contact;

Devon I. Skeele
Chief, Public Services Bureau
New Mexico State Library
(505) 476-9712; <dskeele@stlib.state.nm.us>

Committee Chairs

- | | |
|---|---|
| ◆ Budget Committee | Barbara Taylor |
| ◆ Audit Committee | Ernest Maestas |
| ◆ Membership Committee | Stacey McCall and
Jerrold Ortega |
| ◆ Program/Education Committee | Liddie Martinez |
| ◆ Awards/Rista Rewards Committee | Teresa Garcia |
| ◆ Newsletter/Historian/Yearbook
COTY Committee | Barbara Ricci and
Ana Martinez |
| ◆ Nominations Committee | Karen Kreutzer |
| ◆ Project ELF Committee | Dolores Salazar |
| ◆ Library/CRM Liaison Committee | Sherry Guthrie and
Leslie Monslave-Jones |
| ◆ Seminar/Publicity Committee | Sherry Guthrie and
Theresa Connaughton |

**Anyone interested in helping in any of these committees please
Contact the Chairperson listed.**

Let's take turns



Chapter Officers

Barbara Ricci, President
IMAGIC Business Solutions
411 S. Santa Clara Bridge Road
Española, NM 87532
(505)747-4177

Sherrie Guthrie, Vice-President
Protection Technology Los Alamos
P.O. Box 1400
Los Alamos, NM 87544
(505)667-7884

Lucille Sisneros, Secretary
NM State Land Office
P.O. Box 1148
Santa Fe, NM 87504-1148
(505)827-5852

Barbara Taylor, Treasurer
Los Alamos County-Police Department
2500 Trinity Drive
Los Alamos, NM 87544
(505) 662-8226

Karen Kreutzer, Ex-Officio
NM State Land Office
P.O. Box 1148
Santa Fe, NM 87504-1148
(505) 827-5720

Mission Statement

**“To Advance and Promote Records and
Information Management (RIM) by sharing
professional knowledge and exchanging experience
and information.”**

Billfold Blessing

Bless this billfold, Lord I pray,
Replenish it from day to day.
May the bills flow in and out,
Blessing people all about.
Help me earn and wisely spend;
Show me when to buy and lend;
Thank You God, for bills to pay
For the things I need each day.
When it's empty, put in more
From Thy vast, abundant store.

Amen

Just Around the Corner - COTY

by Ana Martinez

The Chapter of the Year Presentation submission is just around the corner and I would like to give you a description what types of projects or entries you may submit.

Does the content of the Program for the Year - promote the profession or the chapter?

Section I: Educational/Professional Development Category:

Examples include: Chapter/Regional Seminars or Conferences; Workshops; ISG Activity; CRM Study Groups; Educational Materials Developed by the Chapter; Presentation of an Educational Nature at Regular Meetings; and/or Continuing Education Provided by the Chapter on a Regular Basis.

Section II: Projects

Examples include: writing and publishing of a chapter history; conducting a food drive or fundraiser; and/or and outside activity which promotes ARMA International, the profession, education, etc.

Section III: Public Relations:

Examples include: Chapter Newsletter, Advertising in any medium of chapter region, or Association activities. This includes seminars, brochures, newspapers, radio ads, etc.; Presentations to organizations, institutions, or groups regarding the Association and its activities; Publishing or distribution of information packages relating to the Association or profession; Participating in events where the chapter displays and ARMA International booth; Events or activities promoting National Records and information Management Week (NRIMW); and/or Chapter membership in other civic organizations such as Chamber of Commerce.

Section IV: Chapter Maintenance:

This section describes how well the chapter is functioning. Examples: Chapter programs and attendance; Chapter growth; Administration of the chapter; Operation of various chapter committees; etc.; Active use of chapter retention guidelines for records; Percent of membership active in chapter activities; Acknowledging/awarding participation; Chapter Bylaws/Constitution revision; and/or Performing a formalized financial chapter audit.

Section V: Outside Activities:

Activities of chapter including speaking, teaching, publishing of articles; Events or activities promoting NRIMW and/or the profession which are not chapter sponsored, such as those occurring in a member's workplace; and/or Participatory activities in regional or ARMA International conferences, e.g., working on program committees, assisting with sessions or ISG mid-year seminars.

If you would provide me with a detailed description with supporting documentation of your entry/entries, I know our chances for another award this year are GREAT! We have a wonderful chapter that continues to succeed as the years pass. Our Ex-Officio's and current president have done a wonderful job along with their officers. You, as members, have made their jobs easier by contributing your time and by being active members. COTY gives our chapter the opportunity to continue to grow and be acknowledged for its Great success. Thank you in advance for your submissions and if you would like to assist in our Chapter submission please contact Ana Martinez or Barb Ricci, Committee Chairpersons.

Emergency Planning

by Barb Root

Developing a detailed preparedness plan in the event of any emergency is crucial to preventing chaos when a disaster occurs. What can we do as records managers, to assist in creating a smooth team effort?

Over the recent years we have lived through the Y2K scare and the WTC disaster. These both have caused a serious global dialogue about office disaster preparedness. Yet the recent disaster that all of us have witnessed first hand or on television, reminds us about the importance of safety and emergency planning. Anymore, turning on the television can depress even the most optimistic of people. So how can we help in preparing those and ourselves we work with to ensure the health and safety of our workforce?

Here are a few tips from *Workforce Magazine*(on-line) that maybe helpful to you.

To develop a comprehensive Office Emergency Plan, you need to consider a "Worse Case" scenario based on potential hazards within your work environment, realistic security risks, and possible natural disaster in your areas.

These include:

Emergency Response Team – by selecting them based on their frequent presence, ability to remain calm during a crisis, special emergency skills they may possess, and their understanding and acceptance of this important role.

First Aid – Make sure your First Aid Kit is well stocked. By contacting the American Red Cross, OSHA or even a local medical facility may provide directions on specific requirements. Basics include bandages, sterile gauze, cotton, alcohol, eyewash, antibacterial cream, tweezers, aspirin and non-aspirin.

Safety Equipment – Conduct an inventory of the existing emergency supplies, equipment and information. Gather the items to a central storage area or document their locations. Check the dates of any items that are subject to expiration, including medicine and fire extinguishers. Verify that batteries work and back-up power supply is operational.

Note: Make sure your safety equipment at home works and is maintained. Now during the holidays, take an hour out of your busy day to make sure you and your family will be safe. If you have a fire extinguisher, make sure it is fully charged and the batteries on any smoke alarms are working.

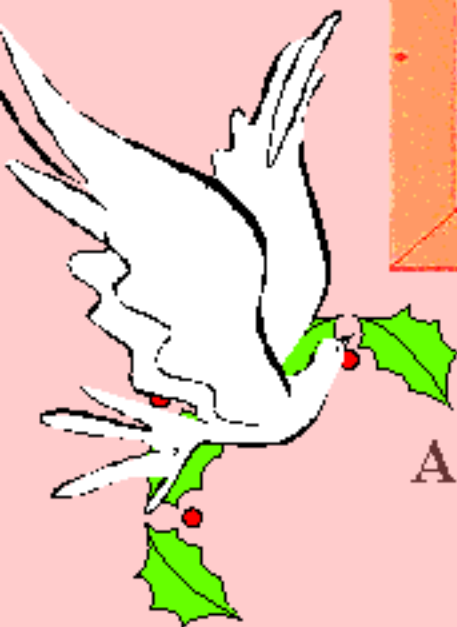
72 -Hour Supplies – Make sure you have sufficient supplies for emergencies that may require confinement to the building for 72 hours. Have enough water on hand, figure one gallon per person per day. Food is helpful but water is essential. Store blankets (for shock or extreme weather). Make sure staff with daily medicine needs to have emergency supplies on hand. During an emergency, collect battery-operated radios and cell phones. Keep a camera (loaded with film) handy to document office damage. Distribute flashlights throughout the facility. Store plastic sheets or large trash bags in desk drawers to be used to protect equipment from water damage, including from fire sprinklers.

Facility Training – Survey your facility with an eye toward what might cause a problem during an emergency situation. Are there heavy objects that may become dislodged and fall? Are there boxes, equipment or other obstructions to hallways and fire exits? Are fire extinguishers the correct type for the room and in adequate supply? Are surge protectors being used? Do you know which equipment operates on the back-up power system and with will become inoperable if power is down? Do you know where the most structurally sound and most ventilated area is for people to gather?

Personnel Issues – Consider what training is necessary for key safety personnel and then expand emergency training to everyone else. Who is trained in first aid and CPR? Make sure key staff can be identified in an emergency? Have all safe provide emergency contact information to be kept in personnel files (update at least annually). Know who may require special assistance to exit during an emergency. Develop and train on a plan in the event of a dangerous intruder. This can include lockable doors and escape routes as well as an agreed-upon term to broadcast over the paging system to alert staff to eminent danger. Require participation at safety meeting and drills. Make available optional safety training materials and videos available in most public libraries. Invite community Police to do a presentation on neighborhood and office safety.

Certainly this list is just a start to get us all thinking about our safety and about those we work with. If you are in the position to make safety in your office a priority then do so, if you are a member of a team and feel like it is someone else's job, let's open our eyes and make a suggestion, get involved to ensure safety at home and at work. THINK SAFETY, ACT SAFE, BE SAFE!!!

HAPPY HOLIDAYS



Peace on
Earth

Christmas Social
Anthony's at the Delta
December 13

Let's celebrate the birth of Christ
and thank God for our many blessing;
Our lives, our family, friends, leaders,
our soldiers, our jobs, etc., etc., etc...



Congratulation Sherrie Guthrie, Seminar
Chairperson, on a job well done for the Fall 2001



Don Skupsky gave a magnificent Presentation at
the Fall 2001 Seiminar.



Seminar Participants break for lunch, after an educational
morning of information in "Legal Requirements for
Records and Information Management Systems".

